

**From:** Jaffess, Sharon  
**Sent:** Monday, April 1, 2019 11:18 AM  
**To:** GLNPO EPA  
**Subject:** EPA Update - Please Read - includes info. on mid-year PARS

### **FY 2020 President's Budget Proposal:**

- EPA submitted its FY 2020 Congressional Justification to Congress on March 18.
- The proposed FY 2020 budget provides \$6.068 billion to support the Agency's FY 2018 – FY 2022 Strategic Plan and mission of protecting human health and the environment.
- On the same day, OMB also released the overall FY 2020 President's Budget Appendix and related detailed materials.
- Both the FY 2020 Congressional Justification and the FY 2020 Budget in Brief are posted at [www.epa.gov/cj](http://www.epa.gov/cj).

### **Budget Hearings:**

- EPA's Congressional budget hearings on the FY 2020 President's Budget have been scheduled.
  - The House Appropriations subcommittee hearing will be held on April 2
  - The Senate Appropriations subcommittee hearing is April 3
  - The House Energy and Commerce subcommittee hearing will be held on April 9

### **FY 2019 Operating Plan:**

- The Agency submitted its FY 2019 Operating Plan to Congress on March 18.
- OCFO loaded FY 2019 funds into Compass following the submission.
- OCFO will issue the FY 2019 Advice of Allowance guidance within the next two weeks. The guidance will contain summaries of pertinent Congressional directions on the use of funds.

### **PARS Mid-Year Discussions:**

- The FY 2019 PARS rating cycle is nearing the mid-year point when progress reviews must take place.
- During the review, the supervisor and employee should discuss the employee's progress toward achieving the critical elements in the PARS agreement. This discussion must be formally documented by initialing and dating the employee's applicable PARS form (bargaining or non-bargaining unit).
- Look for an email from your supervisor for scheduling your mid-year. It is a good practice to do a self-evaluation and provide it to your supervisor before the meeting.
- Offices must complete their FY 2019 mid-year progress reviews by May 3, 2019. I'm going to ask GLNPO, as a team, to do its best to complete mid-year reviews no later than Tuesday April 30<sup>th</sup> to ensure we get this important work done.



## **2019 Use or Lose Restoration Guidance: Those of you with Use or Lose impacted have already been contacted.**

- It provided detailed information on the policy and procedures for leave restoration due to the shutdown exigency.
- The Shared Service Centers are working with the agency payroll provider to mass restore the leave and would like restoration requests and supporting documentation to be submitted for verification by April 30, 2019.
- OPM also issued follow-up guidance advising agencies of the option to extend the time limit (up to an additional 26 pay periods) to use travel compensatory time off forfeited during the shutdown.
- Contact the Policy and Accountability Branch at [OHR\\_PPTD\\_PAB@epa.gov](mailto:OHR_PPTD_PAB@epa.gov) if you have any questions.

## **FY 2019 Q1 Quarterly Performance Review**

- The FY 2019 Quarter 1 Quarterly Performance Review (QPR) with the Administrator took place on Wednesday, March 20.
- Administrator Wheeler expressed how valuable he found the QPR as a venue for reviewing the scope of the agency's work.
- Quarterly Performance Review are held after the end of each quarter of the fiscal year between the Administrator, the Associate Deputy Administrator/Chief Operating Officer, the Assistant Administrators, and the Regional Administrators to discuss progress on EPA's long-term performance goals and other measures, and reform plan priority areas.
- Results of long-term performance goals and other bowling chart measures discussed at monthly business reviews can be used to inform the materials and discussion topics at the QPR.
- The Quarter 1 review was delayed due to the government shutdown. For Quarter 2 (ending March 31, 2019), the meeting will take place early-mid May.

## **Capstone Implementation: Email Records Mgmt**

- Capstone, a new approach to email records management based on role rather than content, was implemented on Friday, March 1, 2019.
- Under Capstone, roles are broken down into two categories: Capstone Officials and non-Capstone employees.
- Agency employees have 90 calendar days from the date an email is created or received to delete any junk mail, personal email, or transitory email that is no longer needed.
- After the 90-day culling period, Capstone Officials' emails are saved as permanent records and then transferred to the National Archives and Records Administration (NARA) after 15 years.
- Non-Capstone employees' emails will be kept for 10 years and then deleted (unless subject to a litigation hold or other preservation obligation).
- To prepare for the implementation, over 350 individuals participated in training/information sessions on February 26th and 28th, 2019, for Agency Helpdesks.
- For more information on Capstone, visit the following link:  
<http://intranet.epa.gov/records/capstone/capstone.html#121018b>.
- Contact [Ramona Holland](#), 202-480-3969, if you have any questions.



## **2020 Decennial Census:**

- A Mass Mailer was distributed to EPA staff about the upcoming 2020 Decennial Census on March 20, 2019.
- The EPA reached an agreement with the U.S. Census Bureau earlier this month for its employees to work on the 2020 Decennial Census.
- Title 13, United States Code, Section 23(b), allows employees of Federal agencies to apply for and work, temporary second jobs on the Decennial Census. Decennial Census appointments are short-term and allow flexible working hours, with most work conducted in the evenings and on weekends.
- For more information, please visit <https://www.census.gov/programs-surveys/decennial-census/2020-census.html>.

## **Administrative Professionals Week, April 22-26, 2019:**

- Administrative Professionals' Day is recognized on April 24, 2019.
- The official recognition of administrative professionals' dates back to 1952.
- It began as 'National Secretaries Week' to recognize secretaries for their many essential and invaluable contributions in the workplace.
- In 2000, it became 'Administrative Professionals Week' and began encompassing the expanded responsibilities and wide range of job titles of administrative support professionals. Although the name changed, the core principles remain the same:
  - To recognize those employees upon whose skills, loyalty, and efficiency the foundation and function of private business and government depends upon.
  - To call attention, through favorable publicity, to the careers of the individuals that serve in these valuable positions.

Sharon J. Jaffess, Acting Deputy Director  
U.S. EPA / Great Lakes National Program Office  
77 W. Jackson Blvd. Chicago, IL 60604  
312-353-0536 / [jaffess.sharon@epa.gov](mailto:jaffess.sharon@epa.gov)

